

California State University, San Bernardino  
CAMPUS ACCESSIBILITY ADVISORY BOARD (CAAB)  
Minutes of the February 16, 2017  
3:00- 4:00 pm- UEC Boardroom

Members Present: Hamid Azhand, Amy Beran, Leigh Connell, Marci Daniels, Rocky Dinis, Doug Freer, Thomas Gaffery, Ilseop Han, Beth Jaworski, Jessica Luck, Richelle Marracino, Leon McNaught, Donita Remington, Suzy Sharweed, Jenny Sorenson, Jody Van Leuven, Jill Vassilakos- Long

Members Absent: Leatha Elsdon, Randy Hanlin, Brandy Montoya, Veronica Morales, Cesar Portillo

Guests Present: Dayna Brown,

Freer called the meeting at 3:02 pm.

*Review and Approval of December 1, 2016 Meeting*

Freer approved the meeting minutes by consent.

*Classroom Furniture*

Facilities Management is trying to improve the process of preparing classrooms with accessible classroom furniture prior to the start of each quarter. Sorenson asked the committee to provide ideas on how to better prepare the classrooms more consistently. It was noted that the campus is in need of more left handed desks and that in an ideal environment, 15% of desks in each classroom would be left handed. Van Leuven reminded the committee to confirm that specialized furniture meets the safety requirements prior to anything being ordered. Freer asked if a standard desk chair with a swivel top, from left to right, could be adopted on all future classroom furniture orders. Sorenson will review possible options.

*Action Items List*

McNaught continues to roll out ATI trainings and workshops to campus. McNaught is currently focusing on email accessibility training, training on creating accessible online blackboard courses, and accessible content editor training. ATI continues to advertise trainings through the normal ITS training announcements and by sending specialized invitations to specific departments. McNaught is strategizing on how to help the campus purchase software without the need of procurement cards.

Azhand confirmed that the gate arms are operational and ready to go live once Parking finalizes the access controls. Gaffery is continuing to work with identified departments that have vendors to discuss alternate parking and loading areas. Gaffery will work with EHS for waste pick up needs.

The campus accessibility guide is nearly finalized with a few minor details being reviewed. Daniels is revising the evacuation chairs chart. McNaught would like to review the revised accessibility guide to see how ATI may be able to convert it to an accessible online format.

*Items from the Floor:*

During the evacuation of Pfau Library, an evacuation chair was not in an area of need. It was confirmed that the campus has forty seven evacuation chairs installed throughout stairwells. EHS is conducting an analysis of high density spots to confirm that chairs exist in those areas. Risk Management is also evaluating what other evacuation tools are out there to make sure the campus is using the appropriate model for our needs. Van Leuven is looking at adding signs to direct individuals to the location of the chairs. Jaworski asked to also look at what options are available to help assist people out of basements up to safety. It was requested to train the floor marshals on how to handle the evacuation chairs to make sure the safety and comfort of the person in need is met without damage to the chair. It was also suggested that the floor and building marshals should be trained on how to use evacuation chairs, how to safely get people out of the building, and how to be more identifiable during a building evacuation/ emergency.

Sorenson inquired on how to hire an interpreter for employee training and event needs. Freer suggested coordinating with SSD for interpreter services.

Gaffery announced that there will be seven additional disabled parking spaces added at the Palm Desert campus as well as an accessible ticket dispenser.

There being no further business, Freer adjourned the meeting at 4:17 pm.